

PAYROLL PROCESSING SCHEDULE - FISCAL YEAR 2011-2012

This important Schedule should be kept for future reference throughout the fiscal year, and a copy given to every staff member involved in the payroll function at your location.

The following will assist you in utilizing the Payroll Processing Schedule:

SAP PAY PERIOD #: This column indicates the "pay period number" for SAP payroll reporting purposes. On the "Report Time" screen, the **Payroll Period** is indicated in the first section. You may change the date range by entering a different **Period** number, and therefore, report time for a different pay period.


PAY PERIOD From - Thru: This column indicates the period begin paid. The payroll periods for the District begin on a Friday and end on a Thursday.

FINAL ROSTER APPROVED: This column has been highlighted! This is the date that all work locations **must** approve their payroll.

PAY DATE: This column indicates the date of the pay check or advice (direct deposit).

The remainder columns are either self-explanatory, or for internal use.

For information on optional (opt) days during the school year, please refer to the School Calendar.

		PAYROLL PROCESSING SCHEDULE FISCAL YEAR 2011 - 2012 **REVISED**						P A Y D A T E	R E M A R K S
SAP PAY PERIOD #	PAY PERIOD From - Thru	STANDARD DAYS IN PAY PERIOD	ROSTER STRIP DATE BY ITS	PAYROLL ATTENDANCE SHEETS AND INPUT SCREENS AVAILABLE ON-LINE	FINAL ROSTERS APPROVED BY 8:00 P.M.	TIME TRANSFER & PAYROLL PROCESS BEGINS AT 6:00 P.M.	CHECKS TO MAIL ROOM		
	06/24 - 07/07	10	07/01	07/05	07/08	07/11	07/14	07/15	
	07/08 - 07/21	10	07/18	07/19	07/22	07/25	07/28	07/29	
	07/22 - 08/04	10	08/01	08/02	08/05	08/08	08/11	08/12	
	08/05 - 08/18	10*	08/15	08/16	08/19	08/22	08/25	08/26	
	08/19 - 09/01	10	08/26	08/29	09/01	09/02	09/08	09/09	Approve one (1) day early due to Labor Day
	09/02 - 09/15	10	09/12	09/13	09/16	09/19	09/22	09/23	
	09/16 - 09/29	10	09/26	09/27	09/30	10/03	10/06	10/07	
	09/30 - 10/13	10	10/10	10/11	10/14	10/17	10/20	10/21	
	10/14 - 10/27	10	10/21	10/24	10/27	10/28	11/03	11/04	Approve one (1) day early due to SAP Payroll Go-Live
23	10/28 - 11/10	10		11/07	11/10	11/10	11/17	11/18	Approve one (1) day early due to Veteran's Day-1st SAP Payroll
24	11/11 - 11/24	10		11/15	11/23	11/23	12/01	12/02	Approve two (2) days early due to Thanksgiving
25	11/25 - 12/08	10		11/29	12/06	12/06	12/15	12/16	Approve three (3) days early due to Winter Recess
26	12/09 - 12/22	10		12/09	12/14	12/14	12/19	12/30	Approve seven (7) days early due to Winter Recess
1	12/23 - 01/05	10		01/03	01/06	01/06	01/12	01/13	
2	01/06 - 01/19	10		01/10	01/19	01/19	01/26	01/27	
3	01/20 - 02/02	10		01/23	02/02	02/02	02/09	02/10	
4	02/03 - 02/16	10		02/06	02/15	02/15	02/23	02/24	Approve one (1) day early due to President's Day
5	02/17 - 03/01	10		02/21	02/29	02/29	03/08	03/09	Approve one (1) day early due to Spring Recess
6	03/02 - 03/15	10		03/02	03/08	03/08	03/22	03/23	Approve five (5) days early due to Spring Recess
7	03/16 - 03/29	10		03/19	03/29	03/29	04/05	04/06	
8	03/30 - 04/12	10		04/02	04/12	04/12	04/19	04/20	
9	04/13 - 04/26	10		04/16	04/26	04/26	05/03	05/04	
10	04/27 - 05/10	10		04/30	05/10	05/10	05/17	05/18	
11	05/11 - 05/24	10		05/14	05/23	05/23	05/31	06/01	Approve one (1) day early due to Memorial Day
12	05/25 - 06/07	10		05/25	06/07	06/07	06/14	06/15	
13	06/08 - 06/21	10*		06/11	06/21	06/21	06/28	06/29	
14	06/22 - 07/05	10		06/25	07/05	07/05	07/12	07/13	

* Days may vary depending on type of employees and individual school calendars.

IMPORTANT NOTE: Payroll for Drivers/Aides (at Transportation Centers) must be approved by **4:30 P.M.**